

21 December 1954

MEMORANDUM FOR: Assistant Directors  
ATTENTION: Training Liaison Officers  
SUBJECT: Initial Offering of Course in Management

1. The initial offering of Management Course A will be from Monday, 11 January through Friday, 22 January 1954, 0830 to 1230 daily.

2. This course will be offered for two weeks each month. It is designed to provide background for individuals in executive and administrative positions, such as division, branch, section or unit chiefs, administrative officers, and executive assistants. The course will deal with the management process under five headings: organizing, planning, directing, coordinating, and controlling. Time will be divided about equally among reading, lectures, and class discussions and will include analysis of a number of sterilized cases involving managerial decisions.

3. All course work will be done during the first half of the day. No outside work will be required, and those taking the course will be entirely free to return to their normal duties each afternoon.

4. Each presentation of the course will be limited to an enrollment of twenty and to certain GS levels which will be specified in each course announcement. Classes will meet in Room 151, Building [REDACTED]

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5. The initial presentation will be open to twenty individuals in Grades GS-10 through GS-13. No quotas have been set, and the class will be registered on the basis of first come first served.

6. TOP SECRET clearance will be required.

7. Inquiries concerning the course should be directed to designated Training Officers in the Offices, Staffs, and Divisions. Training requests should be forwarded through the usual administrative channels and should reach the Registrar, OTR, before Wednesday, 6 January 1954.

8. For the information of those who are selected to take the course, the attachment to this memorandum outlines in some detail what the course is to cover. Further inquiries from Training Liaison Officers should be directed to [REDACTED] Extension 2761.

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9. Dates and grade levels for the February and March presentations of the Management Course A will be announced in January.

13  
No Change in [REDACTED] ☒  
☐ Booked  
Class. Changed for [REDACTED] S S S  
Auth: [REDACTED] 87 NOV 1978

[REDACTED]  
MATTHEW BAIRD  
Director of Training

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